

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND
INSTRUCTION 24-100**

2 NOVEMBER 1998

Transportation

**TEMPORARY DUTY (TDY) TRAVEL AND
SPECIAL AIRLIFT MISSIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements [AFI 24-101](#), **Passenger Movement**. It establishes procedures for Air Force Space Command (AFSPC) units to procure cost effective travel. Send prepared draft supplement to HQ AFSPC, Transportation Division, Traffic Management Branch (LGTT), 150 Vandenberg St., Ste 1105, Peterson AFB CO 80914-4540 for approval prior to publication. This instruction requires collecting information protected by the Privacy Act of 1974 authorized by Title 10 U.S.C. 8013 and E.O. 9397 (for SNN only). System of records notice F011 AF A, Locator, Registration and Postal Directory Files, applies. This instruction applies to HQ AFSPC and all AFSPC units, both tenants and hosts, but does not apply to Air Force Reserve Command nor Air National Guard units.

SUMMARY OF REVISIONS

This revision changes the primary command validator for the management of Operational Support Airlift (OSA) missions from the 21st Space Wing, Logistics Support Squadron, Transportation Combat Readiness Branch (21 SW/LSS/LGTR) to 30th Space Wing Transportation Combat Readiness Branch (30 SW/LGTR), Vandenberg AFB CA. It also incorporates the change of AF Form 3908, **Military Airlift (MilAir) Request**, and the United States Transportation Command (USTRANSCOM) Form 41, **Operational Support Airlift (OSA) Passenger/Cargo Request** to the DD Form 2768, **Operational Support Airlift (OSA) Passenger/Cargo Request**. A bar (|) indicates a revision from the previous edition.

1. References:

- 1.1. [AFI 24-101](#), **Passenger Movement**.
- 1.2. DoD4500.9-R, Defense Transportation Regulation, Part 1, **Passenger Movement**.

2. Terms and Definitions:

2.1. City-Pair Airfares. Government contracted airfares between specified cities negotiated by the General Services Administration (GSA) for use during temporary duty/permanent change of station travel.

2.2. Command Airlift Validators. Individuals designated in writing as the focal point of contact with the airlift providers to coordinate Operational Support Airlift (OSA), Special Assignment Airlift Mission (SAAM) and Space Available Airlift.

2.3. Commercial Travel Office (CTO). Provides commercial travel procurement under the guidance of the Traffic Management Office (TMO) for official passenger travel. Official travelers are required to use the CTO to procure travel and/or a rental car to meet mission requirements. Unofficial travelers may use CTOs for personally procured travel needs.

2.4. Foreign Clearance Guide (FCG). Provides clearance requirements, restrictions and other significant information before traveling outside of the CONUS.

2.5. Operational Support Airlift (OSA). Military-passenger-carrying aircraft within CONUS under operational control of HQ USTRANSCOM. OSA provides airlift for validated individual or team travel requirements. Airlift is allocated for aircrew proficiency training at no cost to the user.

2.6. Space Available Airlift. Unscheduled airlift using Air Reserve or Air National Guard aircraft. Space Available Airlift supports the movement of validated passengers and cargo requirements. The planes are under the control of their respective headquarters. Airlift is provided for aircrew proficiency training at no cost to the user.

2.7. Requester. Individual or unit requesting travel via military airlift.

2.8. Special Assignment Airlift Mission (SAAM). Dedicated airlift for missions requiring the movement of cargo or cargo with passengers. The user is responsible for all costs associated with the mission in accordance with the actual hours flown multiplied by the flying hour rate per aircraft. Airlift rates are reflected in the DoD customer table of the Transportation Working Capital Fund (TWCF). The following conditions apply to SAAM missions:

2.8.1. Require special pickup or delivery at points other than those within AMC designated channels.

2.8.2. Require special consideration because of troops or passengers involved, weight or size of cargo, urgency or sensitivity of movement or other mission requirements.

2.9. OSA Travel Coordinator. Individuals designated by the unit commander to process OSA travel requirements to the OSA airlift validator for military airlift requests.

3. Responsibilities:

3.1. Traffic Management Office (TMO). The base focal point for travel related issues and is responsible for ensuring the most cost effective travel arrangements are made based on traveler/mission requirements.

3.2. Individual Traveler:

3.2.1. For CONUS travel, travelers shall contact the CTO to make commercial travel, hotel and authorized car rental reservations. The CTO is responsible to ensure maximum use of city-pair airfares with the following exceptions:

3.2.1.1. Seating is not available on the contract carrier.

3.2.1.2. Overnight lodging is required.

3.2.1.3. The city-pair contract flight will not support mission objectives.

3.2.1.4. Excursion fares may be requested with full knowledge of applicable rules (non-refundable tickets) and when excursion fares are more cost effective.

3.2.2. For overseas travel, travelers make reservations through the TMO. The TMO will select the most cost-effective mode of travel to meet mission needs using the following criteria:

3.2.2.1. The TMO will use AMC missions and city-pair contract fares when available to make overseas travel arrangements.

3.2.2.2. Foreign flag carriers and/or first-class services are restricted by the Joint Federal Travel Regulation (JFTR) and Joint Travel Regulation (JTR) and may require approval by a designated official, prior to use.

3.2.2.3. HQ AFSPC, Directorate of Plans, International Policy & Arms Control Branch (XPIP) is the office of primary responsibility (OPR) for the FCG and provides clearance requirements, restrictions and will assist in the preparation of clearance messages. The DoD FCG is used by AFSPC personnel and is available for review at the local base operations office.

3.2.2.4. The traveler seeking entry into a foreign country sends a clearance request message and any itinerary changes to appropriate agencies listed in the FCG.

3.2.2.5. Special area clearance message should be sent no later than 45 days prior to travel. Exception: 50 days prior to travel for general officers and civilian equivalents.

3.3. OSA:

3.3.1. OSA Airlift Validator.

3.3.1.1. 30 SW/LGTR, Vandenberg AFB CA, reviews and validates all requests for all AFSPC OSA airlift. Validators will submit validated OSA travel request to HQ USTRANSCOM Joint Operational Support Airlift System (JOSAC) for processing and consolidation.

3.3.1.2. Notify the OSA travel coordinator/requester of travel support/nonsupport two duty days prior to the travel day. Exception: Approximately 30 duty days prior to the travel date, the OSA travel coordinator for team travel will be notified of support or nonsupport of travel request.

3.3.2. Individual Traveler: Travelers submit OSA requests using DD Form 2768. Flag officers may submit OSA requests through their OSA travel coordinator to 30 SW/LGTR for validation.

3.3.3. Team Traveler: The OSA travel coordinator submits requests to 30 SW/LGTR 45 to 90 days prior to the anticipated travel date. All travelers' names will be submitted last name, first name and middle initial. If the travel coordinator fails to submit the request with full names, the request will be returned to the coordinator for corrections.

3.3.4. OSA Travel Coordinators/Requesters:

3.3.4.1. Requests for travel may be faxed to 30 SW/LGTR and followed up with a telephone

confirmation that the request was received.

3.3.4.2. All OSA requests, except team travel, should be submitted as soon as travel requirements are identified. Requests must be received NLT three days prior to the travel date.

3.3.4.3. Immediately advise 30 SW/LGTR of all changes.

3.4. SAAM Airlift:

3.4.1. Requester:

3.4.1.1. The requester (unit seeking support) will send SAAM requests by message to HQ AFSPC/LGTT. Prepare messages in accordance with Defense Transportation Regulation (DTR), Part 1, Appendixes B and C. The message will be addressed to HQ AFSPC PETERSON AFB CO//LGTT//. Any additional addressees are at the discretion of the requester. SAAM Sample Message ([Attachment 1](#)).

3.4.1.2. Submit airlift support requests (such as cargo movement and unit moves with cargo) to HQ AFSPC/LGTT as early as possible, but NLT 45 days prior to the required on-load date. Limited airlift capability and difficulties in arranging short-notice airlift makes it imperative that all requesters provide as much lead-time as possible. The commander of the unit requesting travel must provide written justification to accompany requests submitted within 45 days of on-load date.

3.4.1.3. Emergency Requests: If the required airlift on-load date and time is within 72 hours of the requested date and time, include the name, title and office symbol of an official in the grade of colonel or higher (or civilian equivalent) in the airlift request.

3.4.2. SAAM Airlift Validator:

3.4.2.1. HQ AFSPC/LGTT reviews and validates all SAAM requests and submits validated SAAM travel requests to HQ USTRANSCOM/TCJ3-ODJ for coordination and scheduling.

3.4.2.2. Approximately 10 duty days prior to the travel date, the SAAM requester will be notified of support or nonsupport of travel request.

3.5. Space Available Airlift:

3.5.1. Space Available Airlift Validator.

3.5.1.1. HQ AFSPC/LGTT reviews and validates all Space Available Airlift requests.

3.5.1.2. Approximately 5 to 10 duty days prior to the travel date, the Space Available Airlift requester will be notified of support or nonsupport of travel request.

3.5.2. Requester: Space Available Airlift requests are submitted using the same procedures as a funded SAAM request, with the following exceptions: Include USCINCTrans Scott AFB IL//TCJ3-ODJ, HQ AMC TACC SCOTT AFB IL//SAAM, and any other units you want to include as info addressees on messages from user to validator. Due to automated systems these entries are critical. In the field labeled "billing," use "/-". In the field labeled "remarks," include the words "unfunded transportation request" in addition to any other information that may enhance the ability to support the request. Validators will pass validation to USCINCTrans Scott AFB IL//

TCJ3-ODJ via message. Message will be prepared IAW [Attachment 2](#). The request will be forwarded to HQ AFSPC PETERSON AFB CO//LGTT//.

JOHN D. LADIEU, Col, USAF
Director of Logistics

Attachment 1

SAMPLE SAAM MESSAGE

FM 21SW PETERSON AFB CO//XP//
TO RUPEUNA/HQ AFSPC PETERSON AFB CO//LGTT//
INFO RHCUAAA/USTRANSCOM SCOTT AFB IL//TCJ3-ODJ//
RHCUAAA/HQ AMC SCOTT AFB IL//SAAM//
SUBJ: SAAM REQUEST FOR 4 SPSS HOLLOMAN AFB NM
MSGID/AL1249/21 SW PETERSON AFB CO//
AL1249REQ/SAAM/-/-/4 SPSS HOLLOMAN AFB NM/-/Y//
ONOFF/U/1/KHMN/KSSC/21COORDJUN98/221500ZJUN98/22COORDJUN98/15/2.1/27/-/TBD//
ONOFF/U/2/KSSC/KHMN/26COORDJUN98/26COORDJUN98/27COORDJUN98/15/2.1/27/-/TBD//
MSNREQ/U/1/1/C-141/C-2M/PAX TRANSPORT REQUIRED
MSNREQ/U/2/1/C-141/C-2M/PAX TRANSPORT REQUIRED
LOAD/U/1/A/PAX AND HAND HELD BAGS/-/-/-/-/-//
LOAD/U/2/A/ PAX AND HAND HELD BAGS/-/-/-/-/-//
HAZCOMM/U/-/-/-/-/-//
CONTACTS/U/OVERALL/KCOS/MSGT XXXX/DSN XXX-XXXX/-//
CONTACTS/U/ONLOAD/KHMN/TSGT XXXX/DSN XXX-XXXX/-//
CONTACTS/U/OFFLOAD/KSSC/SSGT XXXX/DSN XXX-XXXX/-//
BILLING/UNITS BILLING FUND CITE//
REMARKS/MSN IS TO SUPPORT HIGHER HEADQUARTERS EXERCISE. AFJMAN
24-204, CHAP 3 APPLIES. IAW DOD 4515.13R, ALL UNUSED SPACE REMAINING
AFTER USER REQUIREMENTS HAVE BEEN MET WILL BE MADE AVAILABLE TO THE
SENIOR AMC REPRESENTATIVE (OR AIRCRAFT COMMANDER IN THE ABSENCE OF
OTHER AMC PRESENCE) FOR MOVEMENT OF OTHER ELIGIBLE DOD TRAFFIC IAW
ESTABLISHED AIRLIFT GUIDELINES//

Attachment 2

SAMPLE SPACE AVAILABLE SAAM

FM 21SW PETERSON AFB CO//XP//
TO RUPEUNA/HQ AFSPC PETERSON AFB CO//LGTT//
INFO RHCUAAA/USTRANSCOM SCOTT AFB IL//TCJ3-ODJ//
RHCUAAA/HQ AMC SCOTT AFB IL//SAAM//
SUBJ: SPACE AVAILABLE SAAM REQUEST FOR 4 SPSS HOLLOMAN AFB NM
MSGID/AL1249/21 SW PETERSON AFB CO//
AL1249REQ/SAAM/-/-/4 SPSS HOLLOMAN AFB NM/-/Y//
ONOFF/U/1/KHMN/KSSC/21COORDJUN98/221500ZJUN98/22COORDJUN98/15/2.1/27/-/TBD//
ONOFF/U/2/KSSC/KHMN/26COORDJUN98/26COORDJUN98/27COORDJUN98/15/2.1/27/-/TBD//
MSNREQ/U/1/1/C-141/C-2M/PAX TRANSPORT REQUIRED
MSNREQ/U/2/1/C-141/C-2M/PAX TRANSPORT REQUIRED
LOAD/U/1/A/PAX AND HAND HELD BAGS/-/-/-/-/-//
LOAD/U/2/A/ PAX AND HAND HELD BAGS/-/-/-/-/-//
HAZCOMM/U/-/-/-/-/-//
CONTACTS/U/OVERALL/KCOS/MSGT XXXX/DSN XXX-XXXX/-//
CONTACTS/U/ONLOAD/KHMN/TSGT XXXX/DSN XXX-XXXX/-//
CONTACTS/U/OFFLOAD/KSSC/SSGT XXXX/DSN XXX-XXX/-//
BILLING/-//
REMARKS/THIS IS AN UNFUNDED SAAM REQUEST. IAW DOD 4515.13R, ALL UNUSED
SPACE REMAINING AFTER USER REQUIREMENTS HAVE BEEN MET WILL BE MADE
AVAILABLE TO THE
SENIOR AMC REPRESENTATIVE (OR AIRCRAFT COMMANDER IN THE ABSENCE OF
OTHER AMC PRESENCE) FOR MOVEMENT OF OTHER ELIGIBLE DOD TRAFFIC IAW
ESTABLISHED AIRLIFT GUIDELINES//